

April 21, 2004

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Richard C. Ten Eyck, Assistant Commissioner  
Division of Educational Programs and Assessment

SUBJECT: Planning for New Jersey Assessment of Skills and Knowledge Record Change Process  
(Available May 3, 2004)

We are writing to alert you to the upcoming record change process for New Jersey Assessment of Skills and Knowledge (NJ ASK) and to give you an opportunity to prepare for this process that begins May 3, 2004. This process is critical to ensuring that the individual and summary data is correctly reported for your district. This will be the only opportunity that you and your staff will have to review and confirm the accuracy of the demographic data that is on record for your students who took the NJ ASK on March 16 – 19, 2004.

All districts will receive hard copies of rosters showing the demographic information for their students. The rosters, plus the instructions for accessing the NCS SchoolHouse website and for submitting record changes online or via paper copy, **will be shipped to arrive May 3, 2004.**

As explained at the District Test Coordinator Training sessions in February, the record change process will be done on the NCS SchoolHouse website. If you do not have access to the Internet, your record changes must be received on paper at Pearson Educational Measurement (PEM) via an express courier that requires signature upon receipt, such as Federal Express, UPS or Airborne.

#### Schedule for Record Changes

- NCS SchoolHouse website is available for record changes: May 3 – 14, 2004
- Record changes made via paper: May 3 – 7, 2004. All changes made via paper copy must be sent via courier on Friday, May 7, 2004 for delivery no later than Monday, May 10, 2004.

Chief School Administrators  
Page 2  
April 21, 2004

If you have questions concerning the record change process that is to begin on May 3, 2004, please call the Educational Testing Service NJ ASK Customer Care Center at 1- 866-881-2802.

RCT/BDR/OV

c: Members, State Board of Education  
Commissioner William Librera  
Dwight Pfennig  
Gloria Hancock  
Assistant Commissioners  
Kathryn Forsyth  
Erika Leak  
Brian D. Robinson  
Michael Klavon  
Timothy Peters  
Roseanne Harris  
Orlando Vadel  
Donald White  
County Superintendents  
County Test Coordinators  
District Test Coordinators  
NJ LEE Members